



# CITY OF LONG BEACH

Police Department

400 WEST BROADWAY LONG BEACH CALIFORNIA 90802

## Employment Opportunity Administrative Intern – Non-Career \$16.79-\$19.84 per hour

The Long Beach Police Department has an opening for two part-time, Non-Career Administrative Interns. These positions will provide direct clerical and administrative support to the Financial Bureau.

### **EXAMPLES OF DUTIES**

- Screen telephone calls, respond to emails, and provide answers to inquiries.
- Collect and compile accounts payable statistics and prepare weekly and monthly reports.
- Track purchasing paperwork and process to ensure timely execution of Department Purchase Orders.
- Provide support to Department Purchasing Coordinators.
- Prepare training requests and maintain all training records.
- Assist with the reimbursement process for travel and training requests.
- Operate electronic media storage systems including Laserfiche.
- Coordinate meetings, take notes and prepare meeting summaries for the Chief Financial Officer.
- Assist Bureau Analysts with the preparation of grant reimbursement packages.
- Assist Bureau Accountant with preparation, distribution, and monitoring of Department billing.
- Develop proposals for process improvement and other special projects/analysis.
- Perform other related duties as required.

### **DESIRED QUALIFICATIONS**

- Demonstrated experience in positions requiring confidentiality and involving administrative processes.
- Actively considering or pursuing a career in City government.
- Ability to prioritize multiple tasks and ensure timely completion.
- Excellent written, verbal and interpersonal communication skills.
- Proficient with Microsoft Office Suite computer programs (Word, Excel, Access and PowerPoint) and the Intranet/Internet with a willingness to learn new programs.
- Knowledge of MS Outlook, ADPICS, FAMIS, Simpler/Financials, Excel, Word, and PowerPoint highly desirable.
- Ability to work independently with minimal direction.
- Good attendance, professional appearance and demeanor.
- Willingness to perform other related duties as required.

### **SELECTION PROCEDURES**

Interested applicants are invited to submit by email a letter of interest and resume by 5:00 p.m. on Friday, June 3, 2016, to Hartono Tai, at [Hartono.Tai@longbeach.gov](mailto:Hartono.Tai@longbeach.gov). The most qualified candidates will be invited to participate in further selection procedures and the selected individual will have to successfully complete a full public safety background investigation.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-7120.

**ADMINISTRATION  
BUREAU**  
(562) 570-5830  
FAX (562) 570-5833

**FINANCIAL BUREAU**  
(562) 570-5830  
FAX (562) 570-5833

**INVESTIGATIONS  
BUREAU**  
(562) 570-7350  
FAX (562) 570-5837

**PATROL BUREAU**  
(562) 570-7214  
FAX (562) 570-7058

**SUPPORT BUREAU**  
(562) 570-7342  
FAX (562) 570-6018